

## REFERENCE TABLE

(This reference table must be completed and attached to the offer)

## Invitation to tender no. ACER/OP/ADMIN/04/2014

<b>Exclusion criteria - means of proof required</b> (see section 16 of tender specifications)	Document reference
A signed and dated declaration of honour with respect to the exclusion criteria and absence of conflict of interest.	Document No ..... Page ..... of the tender
<b>Selection criteria - means of proof required</b> (see section 17 of tender specifications)	Document reference
<b>A. Professional capacity</b>	
Identification form	Document No ..... Page ..... of the tender
Financial identification sheet	Document No ..... Page ..... of the tender
Certificate of enrolment on the professional or trade register in accordance with the legislation of the Member State in which the tenderer is established.	Document No ..... Page ..... of the tender
Legal entity form	Document No ..... Page ..... of the tender
<b>B. Financial and economic capacity</b>	
A statement of the annual turnover for the last two (2) financial years for which the accounts have been closed. In case of consortium, audited accounts for each of the partners shall be presented.	Document No ..... Page ..... of the tender
<b>C. Technical and professional capacity</b>	Document reference
List of previous contracts in the relevant field with detailed description of services provided, value of the contract(s) and customers.	Document No ..... Page ..... of the tender
Evidence that the tenderer has provided the services as requested in this tender for a total amount of at least <b>EUR 80,000.00</b> in 2012 and 2013 combined.	Document No ..... Page ..... of the tender
The curriculum vitae of the proposed project manager who will be responsible for receiving orders and coordinating the work;	Document No .....

with at least two (2) years relevant experience in the field of the contract, i.e. managing and coordinating catering services, and shall have very good knowledge of English language.	<i>Page ..... of the tender</i>
<b>Detailed price list of drinks and food/snacks offered</b> which shall include the full menu of drinks and food which is generally offered by the tenderer. The list shall include prices per unit and <b>a sample photo</b> for each food/snacks offered (i.e. various snacks, sandwiches, finger food, etc.).	<i>Document No ..... Page ..... of the tender</i>
<b>For tenders including subcontracting, the tenderer must submit</b>	<i>Document reference</i>
<ul style="list-style-type: none"> <li>– A <b>duly signed and dated</b> declaration stating clearly the identity, roles, activities and responsibilities of the subcontractor(s) and specifying the volume/proportion of the tasks of (each of) the subcontractor(s), as well as the description of the quality control measures he/she intends to apply on the tasks to be carried out by (each of) the subcontractor(s).</li> <li>– A <b>duly signed and dated</b> letter of intent by (each of) the subcontractor(s) stating its unambiguous undertaking to collaborate with the tenderer if he wins the Contract and the extent of the resources that it will put at the tenderer's disposal for the performance of the Contract.</li> <li>– <b><u>In the absence of this</u></b>, a <b>duly signed and dated</b> declaration stating that the tenderer does not intend to subcontract and that he/she will inform the Agency about any change in this situation. The Agency reserves the right to judge if such change would be acceptable.</li> </ul>	<i>Document No ..... Page ..... of the tender</i>
<b>For tenders submitted by a consortium or grouping of service providers, the tender must contain</b>	<i>Document reference</i>
<ul style="list-style-type: none"> <li>– A document stating clearly the composition and constitution of the grouping or similar entity (company/temporary association/...), or the legal form their cooperation will take, should they be awarded the Contract;</li> <li>– A letter <b>dated and signed</b> by each member stating its commitment to execute the services in the tender clearly indicating its role, qualifications and experience;</li> <li>– A document <b>dated and signed</b> by all members specifying the lead of the consortium or grouping of service providers and authorising the appointed lead of the consortium or grouping of service providers to submit the offer.</li> </ul>	<i>Document No ..... Page ..... of the tender</i>